

INSTRUCTIONS for completing the CSB Data Form

A. GENERAL

1. This form is to be typed or completed in INK.
2. Read the following instructions carefully.

B. SPECIFIC

Item 1. Date: Date form is completed.

Item 2. Subject: True name of individual prefaced by Mr., Miss or Mrs.

Item 3. Present Station: Specific Assignment

eg: Hqs. -- Sig. Ctr., or

[Redacted]

Item 4. Position Title: CT(R), CT(C), etc.

Item 5. Present Grade and Date of Grade: Self-explanatory

Item 6. Age: In years

Item 7. Dependents: Include relationship and age

eg: 3

Wife----- 29 years
Son----- 5 years
Daughter----- 2 years

Item 8. Calendar months in grade: Self-explanatory

Item 9. Education: (Beyond High School)

- (1) Dates: Years only
- (2) School: Self-explanatory
- (3) Degree: Self-explanatory
- (4) Major: Self-explanatory

Item 10. Employment History - Chronological from High School, including Military

- (1) List employment since completing High School
- (2) Kuclub employment is to be listed in a manner to include the various PCS assignments, eg:

Dates	Organization	Location	Title	Position
1948 - 1950	Kubark	Kuclub	(Hqs. Sig Ctr)	CT(C)

S E C R E T

C S B D A T A

(1) DATE : 5 January 1954

25X1

(2) SUBJECT: [REDACTED]

25X1

(3) Present Station: [REDACTED] (6) Age: 30

(4) Position Title: CT(R)

(7) Dependents:

Relationship Wife Age 29
 Relationship Son Age 5
 Relationship Daughter Age 2
 Relationship [REDACTED] Age [REDACTED]

(5) Present Grade & Date of Grade: GS-8 (6 Feb 53)

(8) Calendar Months in Grade: 11

(9) Education (Beyond High School Level), including Military

<u>Dates</u>	<u>School</u>	<u>Degree</u>	<u>Major</u>
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1942 - 1943	Nebraska University	None	Elec. Engr.
1944 - 1944 (6 mos.)	US Signal Corps		Crypto Courses

(10) Employment History - Chronological from High School, Including Military

<u>Dates</u>	<u>Organization</u>	<u>Location</u>	<u>Position Title</u>
1944 - 1945	US Army, Sig. Corps	Ft. Monmouth, NJ	Basic Trn. & Stdnt
1946 - 1947	US Army, Sig. Corps	European Th'tr	Sgt.
1948 - 1949	Mutual Benefit Life Ins.	Omaha, Neb.	Claims Adj.
1950 - 1951	Kubark	Kuclub, Has.	Student
1952 - Present	Kubark	[REDACTED]	CT(R)

25X1

S E C R E T

SAMPLE COPY

SAMPLE COPY

S E C R E T

INSTRUCTIONS for completing the GSB Data Form

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Item 6. Age: In years

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eg: 3

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Son----- 5 years

Daughter----- 2 years

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Item 9. Education: (Beyond High School)

(1) Dates: Years only

(2) School: Self-explanatory

(3) Degree: Self-explanatory

(4) Major: Self-explanatory

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1948 - 1950	Kubark	Kuclub (Hqs. Sig. Ctr)	CT(C)	

S E C R E T

S E C R E T

C S B D A T A

(1) DATE :

(2) SUBJECT: _____

(3) Present Station:

(6) Age:

(4) Position Title:

(7) Dependents:

Relationship _____ Age _____

Relationship _____ Age _____

Relationship _____ Age _____

Relationship _____ Age _____

(5) Present Grade & Date of Grade:

(8) Calendar Months in Grade:

(9) Education (Beyond High School Level), including Military

<u>Dates</u>	<u>School</u>	<u>Degree</u>	<u>Major</u>
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(10) Employment History - Chronological from High School, Including Military

<u>Dates</u>	<u>Organization</u>	<u>Location</u>	<u>Position Title</u>
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S E C R E T